



THE UNIVERSITY *of* EDINBURGH

Equality Impact Assessment Template

If you require this template in an alternative format, such as large print or a coloured background please contact HRHelpline@ed.ac.uk.

You'll find it useful, before filling in this assessment template, to complete the online course:

[Introducing Equality Impact Assessment](#)

This template is designed to be used alongside the:

EqlA [Guidance and Checklist](#)

EqlA [Policy Statement](#)

EqlA covers policies, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Key Information	
Policy/practice name:	Heating setting reduction process
General background/aims of policy/practice:	<p>As part of the University-wide priority of reducing carbon emissions and operating costs, the Estates Department is undertaking a review of heating and ventilation systems to ensure they are operating within acceptable ranges for staff comfort with respect to building opening hours and temperatures. Wherever possible, opportunities will be taken to reduce settings and hence consumption costs, with the additional benefit of helping to reduce carbon emissions.</p> <p>Energy costs now account for an annual expenditure of approximately £40 million at the University so every effort is being made to reduce these costs. Heating systems are being controlled to provide a reasonable temperature within, but at the lower end of, standard temperature ranges.</p>

School/Dept:	Estates Department
Assessed by: (name & job title)	Candice Schmid Deputy Director (Operational Management and Core Safety Advisory Services)Health and Safety Department Richard Dunigan Depute Head of Estates Health & Safety Estates Department Grant Ferguson, Director of Estates Net Zero & Carbon Leadership Estates Department Sheila Scott Head of Building Services Estates Department
Sign off by: (name & job title)	Grant Ferguson Director of Estates Net Zero & Carbon Leadership
Sign off date:	27/01/2025
Review date:	01/08/2025

B. Reason for EqIA	(check one)
New policy/ practice is proposed	<input type="checkbox"/>
Change to existing policy/practice is proposed	<input checked="" type="checkbox"/>
Other (describe in Section D below)	<input type="checkbox"/>

C. Who will most impacted by this proposal?

Consider carefully how your proposal will impact both positively and negatively on people from different groups.

Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal.

Age	<input checked="" type="checkbox"/>	Race (including ethnicity and nationality)	<input type="checkbox"/>	Marriage and civil partnership¹	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or belief (including no religion or belief)	<input type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Pregnancy and maternity	<input checked="" type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Other characteristics	<input type="checkbox"/>				

D. Consideration of Impact

Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:

- What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact?
- Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts?
- Does this policy/practice contribute to advancing equality of opportunity and fostering good relations?
- How can communication of the policy/practice be made accessible to all relevant groups?

¹ Note: only the duty to eliminate discrimination applied to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

Heating will remain within reasonable ranges, in line with legislation. Perception of comfort is a personal effect, and comfort is made up of temperature, relative humidity, clothing being worn, draughts or other ingress of cold air.

Wherever possible the heating on/off scheduling will also be adjusted to avoid unnecessary heating when the building is either unoccupied or has very low occupancy.

Individual Building Managers were advised and consulted to ensure the transition is as smooth as possible. They are being asked to confirm whether buildings operate outside the proposed heating schedule, and confirm the reason why the building needs to operate outside core hours for essential use, including how many occupants will be present during these times.

Those people who may be more sensitive to heating changes, should follow the advice given by local Building/Facility Managers, line manager and Estates Department.

Protected characteristics affected include the following:

Age – older people tend to be able to regulate their own temperature less. The University has a reasonable population of staff who would fall within this characteristic.

Disability – some disabilities result in the person being too hot or cold and being unable to regulate their temperature. Individuals should discuss these issues with their line managers directly.

Pregnancy or maternity – pregnant people can have a higher temperature at times. Reducing the temperatures may be a benefit in this case.

Sex – women tend to be colder than men in general.

The lowering of ambient temperatures could therefore have a positive effect on some people, and a negative on others.

Each building that has been identified as being suitable to be reduced, has been reviewed by Estates Department and local area will be informed one week in advance to discuss any significant issues.

Specific behaviour guidance has been published at [Heating temperatures at the University | Estates](#) with a clear route for escalation of faults or issues to a dedicated constantly monitored email inbox to Estates Department.
Heating.enquiries@ed.ac.uk

Discussed at the Estates Leadership Team Meeting 29/10/2025.

Trade Unions were consulted on 11/12/2024.

E. Equality Impact Assessment Outcome Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision.	(check one)
Outcome 1: No change required – the assessment is that the policy/practice is/will be robust.	<input type="checkbox"/>
Outcome 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	<input type="checkbox"/>
Outcome 3: Continue the policy or practice despite the potential for adverse impact, and which can be justified.	<input checked="" type="checkbox"/>
Outcome 4: Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified.	<input type="checkbox"/>

F. Action and Monitoring Describe any actions you will take to address the findings of this EqIA. <ul style="list-style-type: none"> • How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice? Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above.
Weekly monitoring group which discusses any identified issue. Daily review of a dedicated email inbox highlighting concerns. EQIA will be reviewed after any significant procedure changes and by identified review date.

G. Publish
Send your completed EqIA to the HR EDI team (equalitydiversity@ed.ac.uk) to published, and keep a copy for your own records.